

## Community Action Partnership of Greater St. Joseph Job Description

**Title:** Cook  
**Reports To:** Health & Nutrition Coordinator  
**Updated on:** February 1, 2017  
**Department:** Head Start  
**Approved By:** Policy Council, 7/21/2017  
Board of Directors, 6/27/2017

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### POSITION SUMMARY

Prepare meals and maintain confidentiality. May also be required to clean center or serve as a bus monitor.

**ESSENTIAL FUNCTIONS OF THE POSITION** (If an individual is qualified to perform essential functions of the position, except for limitations caused by a disability, CAPSTJOE will consider whether the individual could perform these functions with a reasonable accommodation)

1. Establish and maintain a clean, safe, healthy, positive and comfortable learning environment
2. May be rotating between centers as needed, or interacting one-on-one with a child
3. Model appropriate adult to child, adult to adult interactions/behavior. Support the social and emotional development of children along with demonstrating positive parent communication
4. Demonstrates knowledge of and commitment to CAP Policies and Procedures, professional standards and Head Start Performance Standards
5. Staff must physically interact with children on their level, which includes moving and reacting quickly when necessary to ensure the safety of children
6. Maintain current staff files to be in compliance with Missouri Child Care Licensing regulations
7. May be asked to attend monthly center parent meetings/family activities. Can assist in a variety of ways including planning, child care, food preparation, leading activities, assisting parents and clean up
8. Purchase food for their Center
9. Accurately completes records, reports and all required paperwork by established deadlines
10. Prepare/serve "family style" meals and snacks according to established menus.
11. Document menu substitutions that meet/exceed CACFP and Head Start Performance Standards
12. Other duties as assigned

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### KNOWLEDGE AND CRITICAL SKILLS REQUIRED

#### *Professional*

- Accurately completes records, reports and all required paperwork by established deadlines.
- Maintain and follow approved sanitation, health, safety and Licensing practices for the center
- Ability to work independently, with others and as a team member
- Computer skills

#### *Education*

##### Minimum Qualifications:

- High school diploma or GED

##### Preferred Qualifications:

- High school diploma or GED with 3-5 years of experience in the food service industry

#### *Physical/Environmental*

- Lift, push, and pull up to 50 pounds occasionally
- Must be 18 years of age
- Must pass a physical, TB and drug/alcohol test

#### *Safety Training Requirements*

- All staff with regular child contact will have initial safety orientation training and ongoing training as outlined in the September 2016 Head Start Program Performance Standards Final Rule